



CITY OF SAN ANTONIO

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

TO: All Planning and Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 165**
Chapter 28-Section 93 & Section 94.
Application for a permit & fee schedule.

DATE: September 2, 2009

As a customer service initiative, the Planning and Development Services Department (PDSD) has developed this Information Bulletin (IB) to provide you with the approved document to be used for the upcoming annual billboard registration process.

As you are aware, the annual fee is payable within thirty (30) days after the beginning of each fiscal year. October 1st is the beginning of the city's fiscal year. Failure to register a billboard or pay the annual fee within the prescribed time period shall be considered a violation.

PDSD has gone through a series of appropriate measures this summer to streamline the registration process for each licensed billboard operator. Attached you will find a *Billboard Registration Summary Sheet*. This is a summary of the total amount of billboards we have noted under your license which you are responsible for servicing and maintaining. You will also find the revised *Billboard Registration Form*. This form will be required to be filled out and submitted for **each** permitted billboard in your inventory. You will notice that there is a space on each form for the permit number (AP#) to be noted and also a space for the property owner to sign.

If you would like to set up an escrow account with the department prior to the October 31st payment deadline, please feel free to call our main number at (210)207-1111 for details.

We hope that this IB will assist you regarding the requirement of these sections. If you have any questions regarding this IB or the procedure for proper billboard registration, please call any sign inspector or a Development Services Manager at (210) 207-0159.



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Billboard Registration Form

I, _____, owner of the property located at _____ authorize _____ who is a licensed billboard operator, which will service and maintain the following billboard. I understand that each structure that is registered this fiscal year shall be properly identified with the licensed operator's name and permit number (AP#) in accordance with Section 28-99 (b) (c) (d) of Chapter 28 of the City Code. I also understand that the City Code requires me to notify the Planning & Development Services Department if I plan on changing the licensed operator. Notification shall be done within thirty (30) days of the change. (AP#) _____

A. Billboards less than 72 square feet at \$50.00 + \$3.00* each:

Within City limits - _____

Extraterritorial jurisdiction - _____

Total amount due _____ (X \$53.00) = \$ _____

B. Billboards from 73 to 300 square feet at \$50.00 + \$3.00* each:

Within City limits - _____

Extraterritorial jurisdiction - _____

Total amount due _____ (X \$53.00) = \$ _____

C. Billboards from 301 to 672 square feet and over at \$75.00 + \$4.50* each:

Within City limits - _____

Extraterritorial jurisdiction - _____

Total amount due _____ (X \$79.50) = \$ _____

TOTAL AMOUNT DUE FOR FISCAL YEAR 2009 / 2010

***(3% tax and a 3% technology fee included)**

\$ _____

Signature of Property Owner

Signature of License Holder

SB. No. _____

SUBSCRIBED and sworn before me a notary public in and for the County of Bexar, State of Texas, this _____ day of _____, 2009.

Notary Public